



The Commonwealth of Massachusetts
Department of Conservation and Recreation

State Transportation Building | 10 Park Plaza | Suite 6620 | Boston, MA 02116
www.Mass.gov/DCR | Tel: (617) 626-1250

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Nicole LaChapelle
Commissioner

TO: Massachusetts Licensed Foresters

FROM: Priscilla Geigis, Deputy Commissioner, Conservation

SUBJECT: Forester License Renewal

Enclosed is your application for annual license renewal. All correspondence should be directed to:

Colin Mettey
MA Forester License Board
P.O. Box 1433 – 740 South St.
Pittsfield, MA 01202
(413) 217-6788
MAForesterLicensing@mass.gov

According to 302 CMR 14.04(6),

[Forester Licensing Regulations provided separately in this package]

- (a) Not less than 30 days before the expiration of his or her license, a Licensed Forester shall submit a renewal application accompanied by the required fee to the Director of State Parks and Recreation.
- (b) If within sixty (60) days subsequent of the date of license expiration any Licensed Forester fails to renew his or her license, he or she shall not engage in the practice of forestry until a new license is issued. Each Licensed Forester seeking the renewal of his or her license shall comply with the Director's policy on continuing education for Licensed Foresters.
- (c) Any Licensed Forester who fails to renew his or her license or fails to meet the continuing education requirements of the Director of State Parks and Recreation's policy shall be ineligible for application for a new license for a period of twelve (12) months from the date of license expiration as depicted on the license. For any Licensed Forester who is called to, or serves on active duty with any branch of the armed forces for a period greater than 90 consecutive days during a license year, the CFE requirement for that year will be waived upon written request. Upon written request by any Licensed Forester, for good cause shown and documented, other service such as Peace Corps, extended jury duty, incapacitation due to illness or injury, the Director may waive the CFE requirement for that year.

DCR Forester Licensing Policy #2, which sets forth Continuing Forestry Education (CFE) requirements, is attached.

Policy #2 states that: **"Each Licensed Forester shall complete an average of at least 20 Continuing Forestry Education (CFE) credits per year to maintain his or her license. The average shall be calculated for the 3-year period coinciding with the terms of the license."** The FLB has interpreted that language to mean the following:

- For those of you who have not completed 20 credits in the last year (1 year time period starting with the date of your "Last License Issue Date"), you will be allowed to go back as far as three years prior to your renewal date in your CFE submission in order to meet the 20 credit / yr. average. CFE's previously submitted may be resubmitted now in the three-year average calculation.
- For those of you who have completed 20 credits within the last year (1 year time period starting with the date of your "Last License Issue Date") you need to only submit those 20 credits.

All applications must have supporting documentation for CFE credits. Examples of supporting documentation:

- course certificates
- signed verification of attendance from event host(s) or sponsor(s)
- copies of articles written
- certificates of membership on town boards, etc.

Please use the enclosed forms to apply for license renewal.

Submit with the \$50.00 renewal fee as soon as possible to:

Colin Mettey
MA Forester License Board
P.O. Box 1433 – 740 South St.
Pittsfield, MA 01202

Make checks payable to the "Commonwealth of Massachusetts"

If you have questions, contact: Colin Mettey at (413) 217-6788 or MAForesterLicensing@mass.gov

Enclosures

Massachusetts Forester License Renewal Application

I, _____, hereby apply to the Director of State Parks and Recreation for a renewal of my Massachusetts Forester License. I certify that I presently hold Massachusetts Forester License Number _____. Last License Issue Date: _____

Signature: _____ **Date:** _____

Note: DCR creates a directory for public distribution of Massachusetts Licensed Foresters available by request and on the Commonwealth's web site: <http://www.mass.gov/dcr/stewardship/forestry/flb.htm>

Please answer the following questions and fill out your contact information:

I would like to be listed in a directory of Foresters for public distribution: Yes ___ No ___

I prefer my directory listing and/or mailings to use: Home Address ___ Affiliation Address ___

I am currently an SAF Certified Forester (CF): Yes ___ No ___

I am an employee of: State Government ___ Federal Government ___ Private Sector ___
Other-please specify _____

Home Address

Name:			
Address:			
City:	State:	Zip:	
Phone:			
E-mail:			

Affiliation Address

Affiliate:			
Affiliate Address:			
Affiliate City:	Affiliate State:	Affiliate Zip:	
Affiliate Phone:	EXT:		
Affiliate E-mail:			

Mail this renewal application to Department of Conservation and Recreation,
MA Forester Licensing Board, P.O. Box 1433, Pittsfield, MA 01202

Official use only:

Date of Re-issue _____	Check No. _____	Check Amount _____
		Exempt (Y/N)

Category III

Twelve Hours Maximum: Preparation, and presentation of course work or activities such as described in categories I and II that requires effort beyond the general scope of the individual's normal duties or job description. Credit accrues at the rate of **2 credits for each 1 hour** of presentation.

Contact Hours

Course, Meeting/Session	Sponsor Organization	Date Attended	Applicant Requests	Board Member Verification
Total Category III (12 Max)				

Category IV

Ten Hours Maximum: Preparation, writing and publication of forestry or forestry-related subject matter that requires effort beyond the general scope of the individual's normal duties or job description. Credit is 15 hours for each article that is technically reviewed and 5 hours for popular articles or series.

Contact Hours

Course, Meeting/Session	Sponsor Organization	Date Attended	Applicant Requests	Board Member Verification
Total Category IV (10 Max)				

Category V

Four Hours Maximum: Self-improvement in forestry and forestry-related subjects. Included is participation in or attendance at meetings not qualifying for category I or II, such as those conducted by state boards of forestry or forestry licensing committees. Also included is self-improvement through reading appropriate technical publications or viewing audiovisual presentations on technical forestry subjects. Credit accrues at the rate of 1 hour for each hour of an activity.

Contact Hours

Course, Meeting/Session	Sponsor Organization	Date Attended	Applicant Requests	Board Member Verification
Total Category V (4 Max)				

Category VI

Ten Hours Maximum: holding elected or appointed office or active committee assignments in the SAF, Massachusetts Association of Professional Foresters, or allied professional organizations such as the Wildlife Society, Society for Range Management, or Association of Consulting Foresters. Credit is 5 hours per year for elected office or chair of committee and 2 hours per year for active committee membership.

Contact Hours

Office or Assignment	Sponsoring Organization	Date(s)	Applicant Requests	Board Member Verification
Total Category VI (10 Max)				

Totals Contact Hours

Beginning Date:			
Ending Date:			
	Applicant Accrued	Applicant Requests	Board Member Verification
Category I (8 hrs. min.)			
Category II (12 hrs. max.)			
Category III (12 hrs. max.)			
Category IV (10 hrs. max.)			
Category V (4 hrs. max.)			
Category (10 hrs. max.)			
Total:			

Having completed the contact hours listed above, I hereby apply for Continuing Forestry Education credits. To the best of my knowledge the information contained in this application is accurate and complete.

Signature _____ Date _____ Forester License # _____